

1. Categories of Computers and Computer Languages

One

Touch

Learn



- | | | | | | |
|-----------|------------------|--------------|-----------------|-------|-------|
| A. | 1. a. | 2. b. | 3. d. | 4. c. | 5. a. |
| B. | 1. F | 2. T | 3. F | 4. F | 5. T |
| C. | 1. Microcomputer | 2. laptop | 3. instructions | | |
| | 4. programming | 5. assembler | | | |

Let's

Do

It



- A.**
1. Minicomputer is small general-purpose computer having the capability to serve a number of users simultaneously.
 2. An embedded computer is a special type of microprocessor based system that is developed for performing a specific task.
 3. C and BASIC are the types of 3GL.
 4. An assembler is a program used to translate assembly language into machine language.
 5. A computer language is the means by which instructions and data are transmitted to the computer.
- B.**
1. A hand held computer is a type of computer that can easily be stored in our pocket and used by holding it in our hands. The name of two handheld computers are:
 - a. Smartphones
 - b. Smart watches
 2. Digital computers are computers that use binary numbers (0 & 1) to generate, process and display data. Examples – Desktop, Laptop.
 3. The differences between HLL and LLL are:

HLL

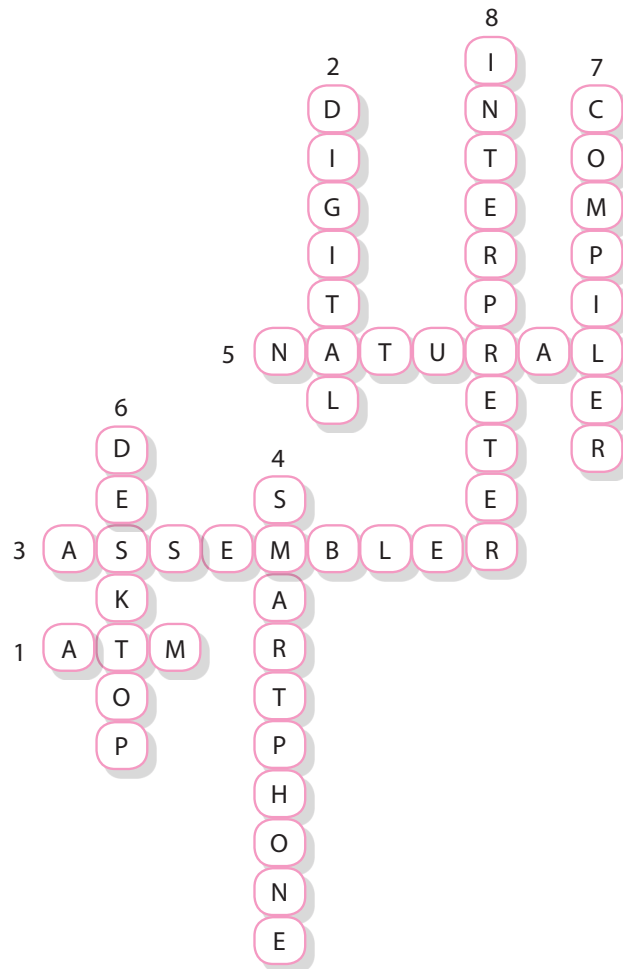
- a. Machine independent
- b. Easy to understand
- c. Coding contains English words
- d. Example: C, C++

LLL

- a. Machine dependent
- b. Difficult to understand
- c. Coding is in the form of 0 and 1 or 'Mnemonics'
- d. Example: Machine language, Assembly language



4. The advantages of High-level languages are:
- (i) High-level language is user friendly.
 - (ii) In High-level language it requires less time to write a program.
 - (iii) High-level language is easier to maintain.
 - (iv) High-level language is problem oriented rather than 'Machine Based'.



Do yourself.



2. File Management—Organisation of Data

One Touch Learn

- A.** 1. b. 2. c. 3. c. 4. a. 5. a.
- B.** 1. F 2. T 3. F 4. F 5. T
- C.** 1. File format 2. sorting 3. .pptx 4. Partitions 5. asterisk
- D.** 1. d. 2. c. 3. e. 4. a. 5. b.

Let's Do It

- A.** 1. Data is arranged in a computer by type, by size, by name and by date of creation and modification.
2. Sorting is used to arrange the files in a computer.
3. Examples of file extensions are .docx and .pptx.
4. Asterisk(*) and question mark(?) are the types of wildcard characters.
5. Show windows side by side option is used to open multiple applications in windows.
- B.** 1. While searching, Asterisk represents a string of characters whereas Question mark represents a single character while searching.
2. We can search files or folders through File Explorer if we exactly know the name of the file or the extension of the file.
3. The steps to sort the files as per Size are as follows:
- Step 1** Click on the **Sort by** command.
- Step 2** Select the Size option.
- The files and folders will be arranged as per the size of the files.
4. When we work on a computer, we might need to work on more than one files at a time or open more than one application at a time. For example, while working in a Word file, we would be using Google for searching and PowerPoint for making presentation. If we need some images for the presentation, we would have the image folder open in Windows Explorer as well.
5. We use wildcard for searching when we don't know the location and complete name of the file.

Crack The Code

- A.** 1. Sahil should use cut command instead of copy command.
2. By checking the file extension of both the files, the presentation will have .pptx extension and Word file will have .docx extension.

B.

S	E	A	R	C	H	I	N	G	A	W	P
R	D	P	D	F	H	U	I	O	D	I	O
P	A	A	S	T	E	R	I	S	K	L	L
T	T	N	O	I	A	T	E	N	R	D	Y
M	A	I	R	D	O	C	X	M	E	C	T
Z	S	I	T	W	C	Y	T	X	S	A	T
O	O	L	I	G	O	H	E	N	S	R	A
P	U	N	N	R	U	T	N	T	L	D	R
G	R	E	G	T	I	N	S	L	I	N	E
A	C	E	A	O	V	A	I	U	S	R	R
F	I	L	E	S	E	E	O	P	T	F	F
A	D	D	R	E	S	S	N	L	O	C	K



Do yourself.

3. Word Processor—Tabular Representation



- A. 1. b. 2. b. 3. c. 4. a.
- B. 1. F 2. T 3. T 4. F 5. F
- C. 1. Resizing 2. Merging 3. Layout 4. Design 5. Delete Rows



- A. 1. The intersection of a row and a column in a table is called a cell.
2. Table Styles is a feature with which a user can format the entire table quickly.
3. Shading is an option to apply colors to cell or group of cells in a table.
- B. 1. To add a row in a table, follow these steps:
Step 1 Select the row where you want to add an additional row.
Step 2 Click on the Layout tab.
Step 3 Click on the desired option.

2. To insert a table, follow these steps:

Step 1 Click on the Insert tab.

Step 2 Click on the Table drop-down arrow.

Step 3 Click on the top left corner of the grid and drag the mouse to highlight the number of columns and rows you want in the table.

The table will be inserted into the document.

3. To merge two cells, follow these steps:

Step 1 Select the cells to be merged.

Step 2 Click on the Layout tab.

Step 3 Click on the Merge Cells command.

The selected cells are merged as one cell.

4. Splitting cells in a table is dividing one cell into two or more cells whereas Merging cells in a table is combining two or more cells in the same row or same column into a single cell.



1. Delete
4. Insert Left

2. Insert above

3. Insert below



Do yourself.

4. Word Processor—Mail Merge



- A.** 1. a. 2. d.
3. c. 4. a. 5. a.
- B.** 1. T 2. F 3. T 4. T
- C.** 1. Mail merge 2. Main document
3. Mailings 4. Write and insert fields



- A.** 1. Data source is a separate file that contains all information about recipients of the letter.
2. The name of the command used to add addresses list is Type New List.

3. Two uses of Mail Merge are: (any two)

- a) It saves time and effort.
- b) It allows to make changes in several letters very quickly.

B. 1. Four advantages of Mail Merge are:

- (i) It saves time and efforts.
- (ii) It allows to make changes in several letters very quickly.
- (iii) It allows to produce thousands of letters quickly.
- (iv) It allows to save the letters as template for later use.

2. There are three main components of Mail Merge in MS Word which are as follows:

- (i) **Main Document:** It is a document that contains the text of the letter which we want to send to our friends.
- (ii) **Data Source:** It is a separate file that contains all information about recipients of the letter
- (iii) **Merged Document:** It is the final document created by merging the Main Document and Data Source. It contains a list of letters with text and detail of a person.

3. Merged Document is the final document created by merging the Main Document and Data Source. It contains a list of letters with text and detail of a person.



A. Mail merge feature

B.

S	T	F	N	O	I	Y	R	D	A	P	P
R	D	P	D	F	H	U	I	O	D	O	O
P	A	E	R	A	S	E	R	D	D	L	L
T	T	N	I	I	A	T	E	N	R	Y	Y
M	A	I	N	D	O	C	U	M	E	N	T
Z	S	I	E	W	C	Y	T	X	S	T	T
O	O	L	D	G	O	H	A	N	S	A	A
P	U	N	I	R	U	T	N	T	L	R	R
G	R	E	E	T	I	N	G	L	I	N	E
A	C	E	A	O	V	A	L	U	S	R	R
S	E	R	O	K	E	E	E	P	T	F	F
A	D	D	R	E	S	S	B	L	O	C	K



Do yourself.

5. Presentation—Visual Effects

One Touch Learn



- A. 1. b. 2. d. 3. b. 4. c. 5. a. 6. b.
B. 1. F 2. F 3. F 4. T 5. T
C. 1. Insert video 2. slide 3. text 4. object 5. create

Let's Do It



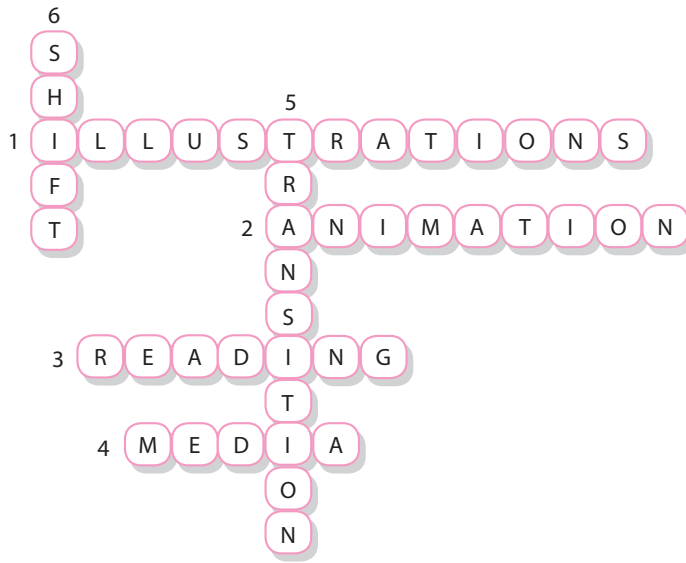
- A. 1. Slide Show view allows to view the presentation in full screen mode.
2. Transition determines how your presentation moves from one slide to the next.
3. Slide transition determines how presentation moves from one slide to next whereas Animation is the addition of special visual/sound effects to the text and graphics in a slide.
- B. 1. To insert sound to a presentation, follow these steps:
Step 1 Click on the Insert tab.
Step 2 Click on the Audio command.
Step 3 Choose the desired option.
Step 4 Select the file.
Step 5 Click on the Insert button.
Step 6 Click on Play/Pause button to play or pause the audio.
2. Action button is used to move from one slide to another and play media files. There are 12 different types of action buttons available in PowerPoint.
3. Four views in PowerPoint are:
a. Slide Sorter View
b. Notes Page View
c. Reading View
d. Slide Show View

Crack The Code



- A. 1. Action button
2. Animation

B.



Do your self

Worksheet-1

(Based on chapters 1 to 5)

- A.**
1. Desktop Laptop
 2. PDP-11 PDP-8
 3. ATM Microwave
 4. Smartphone Smart watch
- B.**
1. The process of writing a program is called programming.
 2. Wildcard is a special character which is used to represent one or more characters.
 3. A file extension is a group of two or more characters used to identify the type of a file.
 4. Splitting refers to dividing one cell into two or more cells.
 5. The Mail Merge feature in MS Word is used to create personalised letters to be sent to many people.
 6. Notes pane is the area where a speaker can write notes for himself.
- C.**
1. Tables Insert
 2. Cell size Layout
 3. Cell size Layout
 4. Merge Layout
 5. Table styles Design
- D.**
1. Hybrid



2. Natural Languages
3. Assembler
4. Right-click
5. Table Resize Handle
6. Data Source
7. Animation
8. Slide Sorter View

Test Sheet–1

(Based on chapters 1 to 5)

Section A

- A.** 1. b. 2. d. 3. c. 4. c.
 5. d. 6. c. 7. b. 8. d.
- B.** 1. Minicomputer 2. Microcomputer 3. fifth
 4. MP4 5. Borders and shading 6. Mailings
- C.** 1. T 2. T 3. T 4. T 5. T

Section B

- A.** 1. A smart watch is a computing device which you can wear on your wrist. It provides the features of an older watch and some advanced features of smartphone like connecting to the internet, using mobile apps, and making phone calls, etc.
 2. PACE, Titan, Sunway Taihulight and Pratyush are the examples of Supercomputer.
 3. Table is very useful in enhancing and analyzing the data.
 4. Merged Document is the final document created by merging the Main Document and Data Source.
 5. The Notes Page view shows user how notes pages look like in printed form. In this view, slide of our presentation and the speaker notes that we have added within the Notes pane for each individual slide appear together.
- B.** 1. A low-level language is a programming languages that is machine dependent. A program written in machine dependent language runs only on one particular type of computer. Two low-level languages are: Machine Language and Assembly Language.
 2. A file extension is a group of two or more characters used to identify the type of a file. Two examples are: JPEG and MP4.
 3. A table is an arrangement of text in form of columns and rows.
 Steps to apply a table style:
 Step 1 Select the table.
 Step 2 Click and select the design of your choice.
 The selected style will be applied to the table.
 4. Three advantages of Mail Merge are:
 (i) It saves time and efforts.



- (ii) It allows to make changes in several letters very quickly.
- (iii) It allows to produce thousands of letters quickly.
- 5. Yes, Object command can be used import data from other applications in a PowerPoint slide.

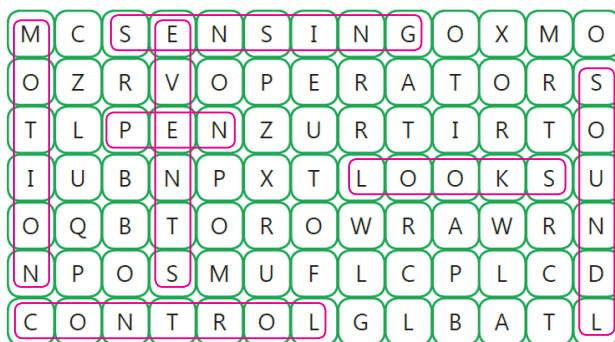
6. Scratch Programming—Game Creation

One Touch Learn

- | | | | | | |
|-----------|------------------|-----------------|----------|----------|--------------|
| A. | 1. c. | 2. a. | 3. c. | 4. a. | 5. b. |
| B. | 1. F | 2. F | 3. F | 4. T | 5. T |
| C. | 1. Pen | 2. regular | 3. stamp | 4. sound | 5. operators |
| D. | 1. control block | 2. looks block | | | |
| | 3. motion block | 4. events block | | | |

Let's Do It

- A.**
 - 1. Pen blocks in Scratch allow a Sprite to draw shapes and plot coloured pixels on the screen.
 - 2. The components of Scratch window are Sprite, Stage, Blocks palette and Scripts area.
 - 3. Block palette contains various predefined blocks that are used to perform specific tasks. These blocks are used to create scripts in Scratch.
 - 4. Repeat block is used to draw a pentagon.
 - 5. Two conditional control blocks are: Forever and Forever-if.
- B.**
 - 1. The four methods to choose a sprite are:
 - (i) Paint a new sprite
 - (ii) Choose a sprite from the library
 - (iii) Upload a sprite from file
 - (iv) A new sprite from the camera.
 - 2. Blocks are puzzle piece shapes that are used to give instructions to the computer. Two conditional blocks are: Control and Events.



Do yourself

7. HTML—An Introduction



- | | | | | | |
|-----------|-----------|-----------|--------|--------|----------|
| A. | 1. a. | 2. c. | 3. c. | 4. d. | 5. b. |
| B. | 1. F | 2. F | 3. T | 4. T | 5. T |
| C. | 1. markup | 2. <head> | 3. | 4. <p> | 5. <sub> |



- A.**
- HTML is a markup language that describes the structure of the web page.
 - The tags that have both opening and closing tags are called Container Tags.
 - A web page is a document that contains text, graphics, videos, audios and links to other pages.
 - A website is a collection of web pages.
- B.**
- The <HTML> tag tells the web browser that the text contained between <HTML> and </HTML> is a web page and can be viewed using a web browser. Every web page coding must starts with the <HTML> tag and ends with the </HTML> tag.
The <BODY> tag tells the web browser that the text contained between <BODY> and </BODY> tags is to be shown on the web page. It is a container tag.
 - Rules for writing HTML codes are:
 - Values given to the attributes should be enclosed within the double quotes.
 - Tag name should not contain spaces.

- (iii) There should be no spaces between < and > in a tag.
- (iv) Tags must be nested correctly.

3.

 tag

- a.
 tag means Line Break tag.
- b.
 tag is used when user want to start divide new line.

<HR> tag

- a. <HR> tag means horizontal ruler tag.
- b. <HR> tag is used when user want to web page into different sections.



- 1. <HR>
- 2. <u>
- 3.

- 4. <HTML>
- 5. <BODY>
- 6. <H1>



Do yourself.

8. Online Surfing and Cyber Security



- A. 1. d. 2. a. 3. c. 4. d. 5. a.
- B. 1. T 2. F 3. F 4. T 5. T
- C. 1. Carding 2. E-greeting 3. Chat 4. cyber security



- A. 1. Phreaking crime is committed against telephone companies by using computers with the goal of making free distance calls, impersonating directory assistance or other operator services, diverting calls to numbers of the perpetrator's choice, or tapping phone lines.
- 2. Newsgroup is the title given to a discussion group. A newsgroup focuses on a particular topic.
- 3. Use of social networking services is not advisable for students because these services are generally considered as a source of distraction from education for students.
- 4. Hacking is the practice of modifying computer hardware and software to accomplish a goal outside of the creator's original purpose.
- 5. A cloud storage is a service where the users are able to store and manage data on remote server in place of their local computer.

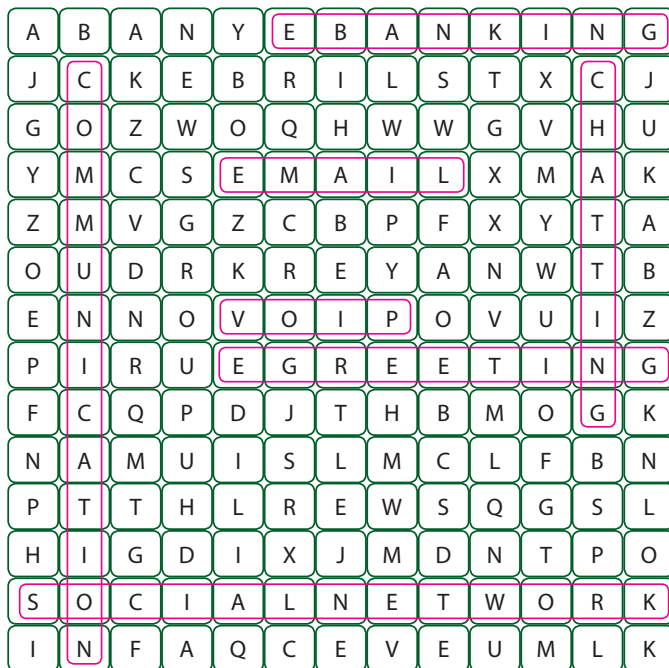


- B.**
1. Four Safety measure while using Internet are:
 - (i) Never provide personal information, such as address, phone number, or school name or location.
 - (ii) Keep our browser's privacy settings ON.
 - (iii) Use the Internet only in the presence of our elders.
 - (iv) Do not share passwords (other than our parents or teachers).
 2. Different types of Communication techniques are:
 - (i) **E-mail:** E-mail stands for electronic mail. We can send messages and files from our computer to your friend's computer and vice-versa using e-mail service. It is fast and generally delivered within few seconds (depending on the network speed) after sending.
 - (ii) **Video Conferencing:** We use telephones and mobiles to talk to your friends and relatives. With the advancement in technology, we can now see the person with whom we are talking. The technique of watching the person while talking to him is called video conferencing. In video conferencing, there can be two or more persons at different locations simultaneously talking to each other by both audio as well as video.
 - (iii) **Voice-over-Internet Protocol (VoIP):** Voice-over-Internet Protocol (VoIP) is a technology which gives calling facility over the Internet. It is basically used for voice communications.
 3. The differences between hacking and cracking are:

Hacking	Cracking
a. Practice of modifying computer hardware and software.	a. Process of stealing personal information.
b. People engaged are called as hackers.	b. People engaged are called as crackers.
 4. There are various types of cyber threats. Some of them are as follows:
 - (i) **Data Diddling:** Refers to the process of changing the data going into or out of a computer.
 - (ii) **Phreaking:** This crime is committed against telephone companies by using computers with the goal of making free distance calls or tapping phone lines.
 - (iii) **Cloning:** This refers to a fraud in which scanners are used to steal the electronic serial numbers of cellular phones, which may used for billing purposes and making broadcast calls.
 - (iv) **Carding:** This refers to the process of stealing credit card numbers online, to be resold or used to charge merchandise against victim's account.
 - (v) **Hacking:** Computer hacking is the practice of modifying computer hardware and software to accomplish a goal outside of the creator's original purpose.
 - (vi) **Cracking:** The process or stealing personal information, changing financial data, breaking security systems to gain unauthorized access of computer systems is called cracking.

- A.** 1. E- banking 2. No, this is a wrong way.

B.



Do yourself.

9. E-mail—An Introduction

- A.** 1. c. 2. a. 3. d. 4. b. 5. c. 6. c.
B. 1. F 2. F 3. F 4. T 5. T 6. F
C. 1. Bcc 2. To 3. Cc 4. Attachment 5. Sent



- A.**
1. Internet is a computer network that connects hosts and end systems throughout the world.
 2. We use emoticons to represent facial expressions.
 3. Yes, we can send a video file as attachment in an e-mail.
 4. An electronic mail or e-mail can be defined as the process of exchanging messages electronically through a communications network by clicking on it.
- B.**
1. (This question is printed incorrectly in the book, please correct in in your textbook)
What do you mean by Logging In?

Ans. Logging In or login is the process of accessing your e-mail account by providing the user name and password. To logging in your e-mail account, follow the given steps:

Step 1 Type **www.gmail.com** in the address bar and press Enter key.

Step 2 Enter **username** of the email address that you have created.

Step 3 Click on the **Next** button.

Step 4 Enter the **password** you had created for your email account.

Step 5 Click on the **Next** button.

2. E-mail has various advantages, some of them are:
 1. An e-mail can be sent anytime and from anywhere in the world.
 2. An e-mail can be sent to many people at a time.
 3. An e-mail can be easily forwarded to anyone without typing it again.
 4. Sending an e-mail is fast in comparison to traditional mails.
3. E-mail has several features. Some of them are as follows:
 1. Ability to attach the files along the message.
 2. Ability to store the information such as message and contact list.
 3. Ability to send Multipurpose Internet Mail Extensions (MIME) type files.



1. He can send music file by using attachment option.
2. Ajay's e-mail id in 'to' field and others e-mail address in 'BCC' section.
3. He should log out of his e mail account.



Do yourself

10. More on Internet

One Touch Learn

- A.** 1. a. 2. a. 3. b.
4. d. 5. a.
- B.** 1. F 2. T 3. T
4. F 5. T
- C.** 1. blog 2. blogger 3. online 4. cash on delivery 5. drive

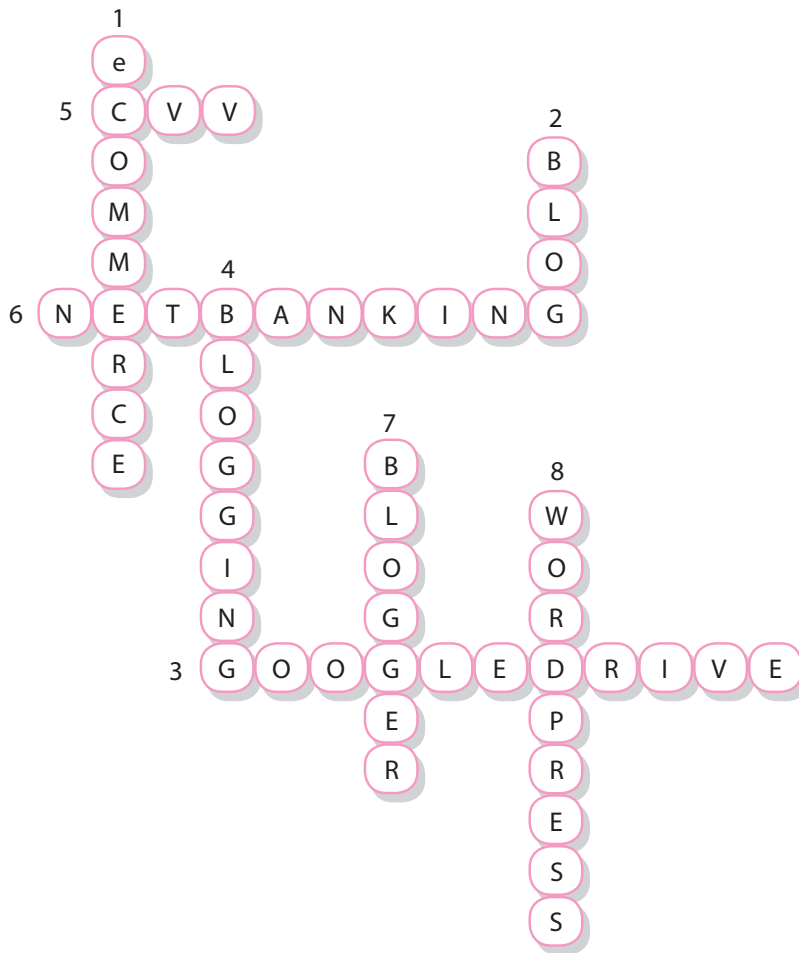
Let's Do It

- A.** 1. Google Docs option is used to create word file on Google Drive.
2. Two modes of payment are Net Banking and E-Wallet.
3. OTP stands for one time password.
4. Two e-commerce websites are www.amazon.com and www.flipkart.com.
- B.** 1. A blog or weblog is an informational website that often contains information on a particular subject. Podcasts and Photologs are types of blogs.
2. The process of making digital recordings (audio or video) that are available for downloading is called podcasting.
Podcasting services are <https://itsamoney.com/> and <http://revisionisthistory.com>.
3. E-commerce has several advantages. Some of them are:
(i) It allows us to choose a product from a broad range of products.
(ii) It saves our money and time.
(iii) It allows us to sell or buy products and services at any time.

Crack The Code

- A.** 1. www.blogger.com
2. Google drive

B.



Do yourself

Worksheet-2

(Based on chapters 6 to 10)

- A.**
1. Backdrop is a background of the stage.
 2. Sprite is an object that we see on the scratch stage.
 3. Stage is the main working area to draw or perform action. It shows the output of the program.
 4. Scripts area is the area where we pick and drop the blocks from the Blocks Palette to create a script/program.
 5. Green Flag is used to run a scratch program.

- B.**
- | | |
|----------------------|-----------|
| 1. Adobe Dreamweaver | Amaya |
| 2.
 | <HR> |
| 3. Communication | E-Banking |
| 4. Net Banking | E-Wallet |
- C.**
1. Pen
 2. Stamp
 3. Web browser
 4. Container Tag
 5. Attribute
 6. Newsgroup
 7. Cloud Computing
 8. Spam
- D.**
1. Hyper Text Markup Language
 2. Standard Generalized Markup Language
 3. Card Verification Value
CVV- (This question was printed incorrectly in the book., please correct it in your book.)
 4. One Time Password
 5. Common Business Oriented Language

Test Sheet–2

(Based on chapters 6 to 10)

Section A

- A.**
- | | | | |
|-------|-------|-------|-------|
| 1. a. | 2. c. | 3. a. | 4. d. |
| 5. d. | 6. d. | 7. a. | 8. b. |
- B.**
- | | | | | |
|------|------|------|------|------|
| 1. F | 2. T | 3. F | 4. T | 5. F |
|------|------|------|------|------|
- C.**
- | | | | | |
|----------|---------|---------------|-----------|-----------|
| 1. Sound | 2. body | 3. e-greeting | 4. Outbox | 5. google |
|----------|---------|---------------|-----------|-----------|

Section B

- A.**
1. Repeat Block is used to draw a Pentagon.
 2. Empty tags contain only opening tag. They do not have closing tag.
 3. In place of </h4>, </h1> should be used.
 4. Hacking is the practice of modifying computer hardware and software to accomplish a goal outside of the creator's original purpose.
 5. Compose button on Gmail is used to create and type a new mail.
 6. The meaning of F9 acronym in an e-mail is Fine.



- B.**
1. Blocks are puzzle piece shapes that are used to give instructions to the computer.
Four pen blocks are:
 - (i) Pen up
 - (ii) Pen down
 - (iii) Stamp
 - (iv) Set pen color to
 2. The <Body> tag tells the web browser that the text contained between <Body> and </Body> tags is to be shown on the web page. It is container tag. Two attributes are:
 - (i) BGCOLOR
 - (ii) TEXT
 3. <html>
<head> </head>
<body>
Chemical formula for Sulphuric acid is H_2SO_4 .

 Maths formula for $(A + B)^2$ is $A^2 + B^2 + 2AB$.
</body>
</html>
 4. Four Safety Measures while using Internet are:
 - (i) Never provide personal information, such as address, phone number, or school name or location.
 - (ii) Keep the browser's privacy settings ON.
 - (iii) Use the Internet only in the presence of the elders.
 - (iv) Do not share passwords (other than the parents or teachers).
 5. orangeeducation123 is the user name and gmail.com is domain name.
 6. The process of buying and selling goods or services online is called e-commerce. The e-commerce is also known as electronic commerce.
The three Payment modes are:
 1. Debit or Credit Card
 2. Net Banking
 3. E-Wallet